



**CITY OF ASHEVILLE**  
**invites applications for the position of:**  
**Sustainability Technician**

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<b>SALARY:</b>	\$15.06 - \$16.00 Hourly
<b>OPENING DATE:</b>	01/11/16
<b>CLOSING DATE:</b>	01/25/16 11:59 PM

**DESCRIPTION:**

The City of Asheville's Sustainability Division is seeking to fill a temporary/seasonal Sustainability Technician position. The purpose of this position is to provide ongoing administrative and professional support to the Office of Sustainability to include implementing the short term measures and goals of the Community Clean Energy Policy Framework along with programming, education and outreach.

Ideal work hours are 6 hours per day 9am -3:30pm Tuesdays, Wednesdays, Thursdays. This position is approximately 18 hours per week. The successful candidate cannot work more than 1000 hours in any rolling twelve month period.

The position will initially be for a 12 month period of time and may be extended to 18 months depending on the needs of the division.

**This position is classified as a temporary/seasonal position working part-time hours. This position will NOT be eligible for benefits, paid leave time (vacation, sick, holiday) nor participation in the retirement system.**

**EXAMPLES OF DUTIES:**

**Essential Duties and Responsibilities:**

- Provides ongoing administrative and professional support to the Office of Sustainability to include implementing the short term measures and goals of the Community Clean Energy Policy Framework and other appropriate policies.

- Manages programming, education and outreach as it pertains to sustainability and environmental efforts; collaborates with other departments to identify needs and opportunities.
- Organize, plan, implement and evaluate energy programming and opportunities, utilizing resources and partnerships within the community.
- Compiles and manages the Community Clean Energy data to include researching, identifying, implementing and evaluating goals, milestones and reporting expectations.
- Conducts research on energy programs and projects to understand best practices and trends, and to provide recommendations to the Office of Sustainability.
- Manages volunteer community outreach which includes identifying volunteers, coordinating clean energy efforts, and ensuring safety of volunteers.
- Help to oversee the implementation of the Community Clean Energy Policy Framework
- Attend meetings and trainings that pertain to the position and function. Coordinate meetings and trainings events for clean energy programs.

**Supplemental Functions:**

- Performs other similar duties as required.

**QUALIFICATIONS:**

Education/Experience:

- Associates degree in Environmental Studies, Business Administration or a related field, with over one (1) year of environmental and/or project management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge:

- Advanced knowledge of procedures and practices to analyze and resolve unusual or difficult problems.
- General knowledge of the Community Clean Energy Policy Framework.
- General knowledge of environmental and sustainability best practices and trends.

Skills:

- Ability to read, summarize and/or compare general workplace data and graphics, such as flow charts, maps, tables, etc.

- Ability to conduct research of existing, internal policies and procedures
  - Ability to compile data into a formal report or recommendation shared with others and often verbally presented.
  - Ability to think creatively in all areas for the purpose of increasing efficiency and effectiveness.
  - Ability to communicate effectively in spoken and written form.
  - Ability to research program documents and narrative materials, and develop reports from information gathered.
  - Ability to analyze situations to pinpoint problems and assist with solving problems or identifying sources of obstacles.
  - Ability to develop and maintain effective working relationships as required by work assignments.
  - Ability to work independently with limited supervision.
  - Ability to analyze and interpret policy and procedural guidelines and to apply this understanding to tasks.
  - Ability to bring resources together to resolve a problem or provide a solution.
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Final Applicants are subject to Pre-employment Drug Screening and Background Check.

The City of Asheville is an Equal Opportunity Employer that does not discriminate in employment or the provision of services on the basis of race, color, creed, religion, national origin, age, disability, sexual orientation, gender (including pregnancy), gender identity or expression, or familial status.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ashevollenc.gov/jobs>

Position #2015-00710

SUSTAINABILITY TECHNICIAN

HW

PO Box 7148

Asheville, NC 28802

828-259-5690 - Apply Online! - EOE

[hwaltemyer@ashevollenc.gov](mailto:hwaltemyer@ashevollenc.gov)

**Sustainability Technician Supplemental  
Questionnaire**

\* 1. Do you have at least an Associates degree in Environmental Studies, Business Administration or a related field? If yes, please describe.

\* 2. Do you have over one (1) year of environmental and/or project management experience? If yes, please describe.

\* Required Question